

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.735
	STATE OF HAWAII	17.736
.		17.737

Minimum Qualification Specifications
for the Classes:

VETERINARY PROGRAM MANAGER I AND II (DVM)
[VETERINARY PRGM MGR I AND II (DVM)]

VETERINARY PROGRAM ADMINISTRATOR (DVM)
[VETERINARY PGRM ADMR (DVM)]

Basic Education Requirement:

Possession of a doctor's degree in Veterinary Medicine from an accredited college or university.

Experience Requirements:

Except for the substitutions provided for below, applicants must have had progressively responsible experience of the kind and length shown in the table below and of the nature described in the paragraphs following:

Class Title	Veterinary Experience (yrs)	Administrative Experience) (yrs)	Total Exp (yrs)
Veterinary Pgrm Mgr I (DVM)	4	*	4
Veterinary Pgrm Mgr I (DVM)	5	*	5
Veterinary Prgm Admr (DVM)	5	1	6

Veterinary Experience: Responsible professional veterinary medicine experience. Examples of qualifying professional veterinary experience are as follows:

1. Detection, eradication and control of animal diseases

through diagnosis, treatment, quarantine and established testing protocol.

2. Inspection of meat and meat products intended for human consumption. Also includes evaluation of disease problems and sanitation.
3. Study of the preventive control of animal diseases transmissible from animal to man.
4. Postgraduate research work that has demonstrated the ability to perform independent research in the field of veterinary medicine.
5. Veterinary quarantine work concerning rabies control.

Administrative Experience: Experience in planning, coordinating, organizing and managing a veterinary medical program.

*For the Veterinary Program Manager I and II levels, administrative aptitude rather than actual administrative experience may be accepted. This requirement will be considered to have been met when there is strong affirmative evidence of the necessary administrative abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems; interest in management demonstrated by the performance of work assignments in a manner

which clearly indicates awareness of managerial problems and the ability to solve them; completion of educational or training courses in the area of management accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

Substitution of Education for Experience:

Possession of a Ph.D. degree in a pertinent veterinary field from an accredited college or university may be substituted for two (2) years of the Veterinary Experience requirement.

Possession of a master's degree in a pertinent veterinary field from an accredited college or university may be substituted for one (1) year of the Veterinary Experience requirement.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively

demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Possession of a valid license to practice veterinary medicine in the State of Hawaii. For the classes Veterinary Program Manager I and II, eligibility for a temporary permit to practice veterinary medicine in the State of Hawaii may be accepted, provided that the temporary permit is obtained immediately upon hire and a permanent license is obtained within the six month probationary period.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

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Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is an amendment to the minimum qualification specification for the EMCP classes VETERINARY PROGRAM MANAGER I AND II (DVM) [VETERINARY PRGM MGR I AND II (DVM)] and VETERINARY PROGRAM ADMINSTRATOR (DVM) [VETERINARY PGRM ADMR (DVM)], approved October 27, 1982.

DATE APPROVED: _____
MIKE MCCARTNEY
Director of Human Resources Development